

Lincoln University Board of Curators
June 10, 2021
OPEN SESSION - Part I

1. Call To Order:

The Lincoln University Board of Curators Open Session was officially called to order by Board President Victor B. Pasley at 9:00 a.m., on Thursday, June 10, 2021, in the Board Room, 201 Young Hall, on the Lincoln University campus, Jefferson City, Missouri.

1. A. Roll Call: Curators present were: Vernon V. Bracy, Stacia R. Bradley Brown, Everidge Cade, Richard G. Callahan, Don W. Cook, Sr., Frank J. Logan, Sr., Victor B. Pasley, Richard R. Popp, and Terry Rackers.

Rose Ann Ortmeyer recorded the minutes.

2. Approval of the Open Session Agenda (Action - Enclosure 1):

Curator Popp moved for approval of the revised Open Session Agenda as distributed with the following additions: 4. A. Presidential Search; and 4. B. Report from the By-Laws Review and Legislative Affairs Committees. Curator Callahan seconded the motion. Motion carried.

3. Approval of the April 15, 2021, April 23, 2021, April 28, 2021, May 14, 2021 and May 19, 2021 Open Session Minutes (Action - Enclosure 2):

Curator Logan moved for approval of the April 15, 2021, April 23, 2021, April 28, 2021, May 14, 2021 and May 19, 2021 Open Session Minutes. Curator Cade seconded the motion. Motion carried.

4. Report from the President of the Lincoln University Board of Curators - Victor B. Pasley:

Board President Pasley introduced Cathy Martin, as interim general counsel. Attorney Martin is an employment law, corporate law and general civil practice attorney with Newman, Comley & Ruth P.C. located in Jefferson City, MO.

Board President Pasley welcomed Dr. John Moseley as Interim President of Lincoln University.

4. A. Presidential Search:

Curators Everidge Cade and Stacia Bradley Brown reviewed the request for proposal and proposed timeline for the presidential search.

4. B. By-Laws Review & Legislative Affairs Committees:

Curator Terry Rackers asked that the Board Members review the Bylaws and send him any recommendation for changes. He reported that the request for proposal for legislative services will be sent out later this month.

5. Report from the Office of the Interim President - Dr. John B. Moseley:

Interim President John B. Moseley gave a brief report on recent activities. He shared the attached organizational chart and the membership on the Presidential Advisory Council. The report was for the Board's information only and required no action.

5. A. Progress Report from the Faculty Senate - Dr. Darius Watson, Chair: Dr. Darius Watson, Chair of the Faculty Senate, gave a brief report from the Faculty Senate. The report from the Faculty Senate was for the Board's information only and required no action.

5. B. Progress Report from the Staff Council - Dr. Jamie Smith, Chair: Dr. Jamie Smith, Chair of the Staff Council, gave a brief report from the Staff Council. The report was for the Board's information only and required no action.

Academic/Student Affairs Committee

6. A. Non-Academic Holiday Schedule FY 2021-2022 (Enclosure 3):
Curator Logan moved for approval of the attached Non-Academic Holiday Schedule for Fiscal Year 2021-2022. Curator Cade seconded the motion. Motion carried.

6. B. Change to Rules & Regulations - Section 2.02 - University Committees (Enclosure 4):

The proposed changes to the Rules & Regulations - Section 2.02 - University Committees - was reviewed by Dr. Darius Watson, Chair of the Faculty Senate, and Dr. Jamie Smith, Chair of the Staff Council. Following discussion, Curator Popp moved for approval of the recommendation as presented. Curator Rackers seconded the motion. Motion carried.

6. C. Change to Rules & Regulations - Section 8.58 - Nepotism Policy:

Discussion on this agenda item was tabled until later in the meeting.

6. D. Joint Service Transcript (JST) Policy (Enclosure 5):

Dr. Jennifer Benne, Interim Provost and Vice President for Academic Affairs, requested that this agenda item be tabled for further review by the Academic/Student Affairs Committee.

6. E. Report from Hanover Research:

This agenda item was tabled for discussion at a later date.

Budget and Finance Committee

6. F. RFP - B21-1193 Gas Chromatography Mass Spectrometer (GC-MS/MS) - Agilent - \$226,014.66 (Enclosure 6):

Dr. Majed El-Dweik, Dean/1890 Director Coop Research and Extension, College of Agriculture, Environmental and Human Sciences, and Ms. Cathie Frede, Director of Purchasing, reviewed the recommendation to purchase a Gas Chromatography Mass Spectrometer (GC-MS/MS) from Agilent totaling \$226,014.66. The funding to support the purchase is from the National Institute of Food and Agriculture (NIFA). Curator Popp moved for approval of the recommendation as presented. Curator Cade seconded the motion. Motion carried.

The Board recessed the Open Session at 10:53 a.m. and voted to go into Closed Session. Following the Closed Session, the Open Session will resume.

9. Motion for Closed Session:

Curator President Pasley asked that the Board be given the authority to commence a closed meeting, possible closed vote, and possible closed record as follows: (1) "Legal actions, causes of action or litigation involving a public governmental body;" (2) "Leasing, purchase or sale of real estate by a public governmental body;" (3) "Relating to the hiring, firing, disciplining, or promotion of an employee of a public governmental body;" (13) "Individually identifiable personnel records, performance ratings or records pertaining to employees

or applicants for employment;" (14) "Records which are protected from disclosure by law;" and other matters for which a closed meeting is authorized pursuant to Section 610.021 RSMo.

Curator Callahan so moved. Curator Popp seconded the motion.
Motion carried as follows:

Curator Bracy	Yes	Curator Bradley Brown	Yes
Curator Cade	Yes	Curator Callahan	Yes
Curator Cook	Yes	Curator Logan	Yes
Curator Pasley	Yes	Curator Popp	Yes
Curator Rackers	Yes		

The Open Session of the Lincoln University Board of Curators recessed at 10:53 a.m.



Victor B. Pasley, President



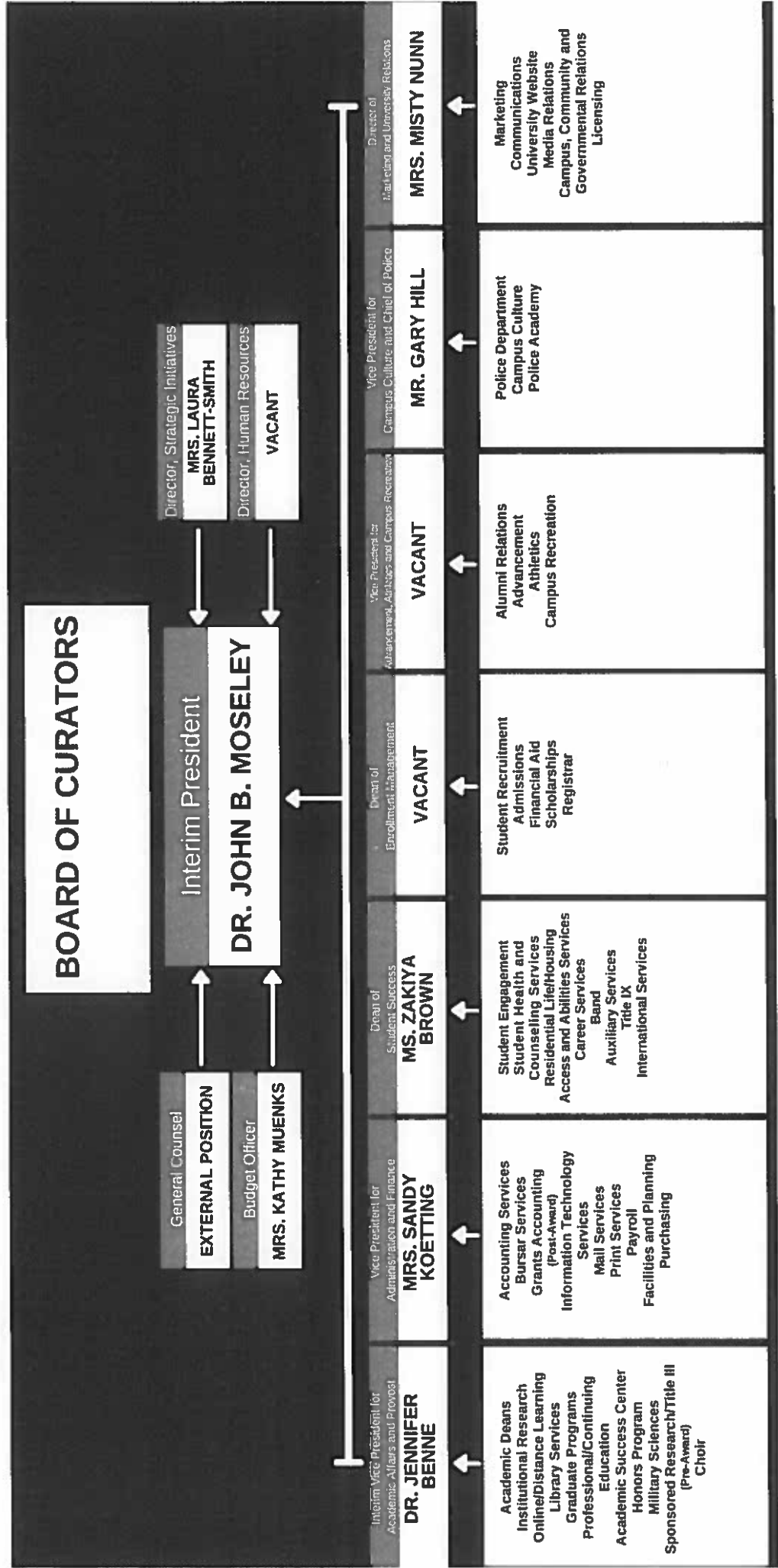
Richard G. Callahan, Secretary



ORGANIZATIONAL CHART

LINCOLN UNIVERSITY

JUNE 2021



Non-Academic Holiday Schedule Fiscal Year 2021-2022

Holiday	Date	Day
1. Independence Day	July 5, 2021	Monday
2. Labor Day	September 6, 2021	Monday
3. Thanksgiving Holiday	November 25 & 26, 2021	Thursday & Friday
4. Christmas Holiday	December 23, & 24, 2021	Thursday & Friday
5. New Year's Holiday	December 30 & 31, 2021	Thursday & Friday
6. Martin Luther King's Birthday (Observed)	January 17, 2022	Monday
7. Lincoln's Birthday (Observed)	February 11, 2022	Friday
8. Spring Recess*	March 7-11, 2022	Monday-Friday
9. Free Day	April 15, 2022	Friday
10. Memorial Day	May 30, 2022	Monday

Essential services (KJLU, Physical Plant, Campus Police, and Library) are to post separate schedules so the operations are not disrupted. Copies of these schedules are to be forwarded to the Office of Human Resources Services, 101 Young Hall.

As a cost saving measure, the University will be closed from end of business Wednesday, December 22, 2021 through Friday, December 31, 2021; it will open again for regular business on Monday, January 3, 2022. Unit heads (cabinet level administrators) will determine what personnel in their units will be needed to perform essential services during Christmas/New Year's period.

*All offices will remain open during the Spring Recess with reduced staffing. Each employee is to be allotted two (2) days off during this week.

Proposal for Change to the Lincoln University Rules and Regulations

Proposal: The 'Ad Hoc Committee Appointments Group' (Dr. Darius Watson, Chair of Faculty Senate, Dr. James Smith, Chair of the Staff Council, and Mr. Carlos Graham, Assistant to the President) is requesting revision of the Lincoln University Rules and Regulations regarding the listing of standing University committees (Chapter II: Section 2.02, pp. II-2 & II-3). The proposal is for

1) combination of the *Emergency Preparedness, Safety & Security*, and *Campus Clery Committees* under the auspices of the *Safety & Security Committee* only, requiring removal of the listing of the *Emergency Preparedness Committee* from the listing of "standing University committees", and

2) combination of the *ADA & 504s, Space Utilization*, and *Environmental Stewards Committees* under the auspices of the *Space Utilization Committee* only, requiring removal of the listing of the *ADA & 504s Committee* from the listing of "standing University committees."

Rationale: 1) The University currently has three committees (two standing and one advisory) operating in the areas of campus safety and security:

- *Emergency Preparedness* – "The function of the Emergency Preparedness Committee is to develop policies and procedures to follow in the event of an emergency."
- *Safety and Security* – "The functions of the committee shall include but shall not be limited to the following:
 1. Recommending regulations governing the conduct of its business including the appointment of and the delegation of powers to sub-committees;
 2. Recommending supplementary regulations to control pedestrian and vehicular traffic and parking as provided;
 3. Reviewing and recommending the use of all Lincoln University parking lots;
 4. Prescribing the rules and procedures for appeals;
 5. Reviewing and ruling on or making recommendations on all Citizen Complaints submitted to the Department of Public Safety;
 6. Reviewing all ticket appeals submitted to the committee in person or through the Department of Public Safety. The committee will set aside fines, uphold fines or reduce fines as it sees appropriate."
- *Campus Clery* – "Functions:
 1. To inform the appropriate Faculty/Staff members about Clery;

2. To train the appropriate Faculty/Staff members about the newest requirements of Clery;
3. To review policies contained in the Annual Security Report;
4. To keep the University in compliance with the Clery Guidelines.”

The belief is that these three committees should be combined to create a more efficient and effective assessment and reporting mechanism for campus safety and security. The division of assessment and reporting amongst three separate committees has created inefficiencies symbolized by limited meeting schedules and project completion.

2) the University currently has three committees (two standing and one ‘ad hoc’) operating in the areas of campus and facilities management:

- *ADA and 504s* – “Functions:
 1. To monitor the university's compliance with Section 504 of the Rehabilitation Act of 1973;
 2. To review the programs, policies and facilities at Lincoln University to determine accessibility to or discrimination against persons with disabilities as defined in Section 504;
 3. To recommend modifications in facilities and programs to ensure full participation by persons with disabilities;
 4. To promote awareness in the campus community of the services provided to students with disabilities;
 5. To serve in an advisory capacity to the office of the Vice President for Academic Affairs for the purpose of reviewing and making recommendations for modification in academic requirements to ensure full educational opportunities for students with disabilities.”
- *Space Utilization* - “Functions:
 1. To periodically review space utilization for the entire campus;
 2. To receive requests for office assignments from deans and vice presidents, whereupon the committee will evaluate the need and determine the ramifications of (re)assigning the space as requested;
 3. To review any request that would change the function of a current space, e.g., a request to turn a classroom into a computer lab.”
- *Environmental Stewardship* – “Functions:
 1. Recommend university environmental stewardship goals with benchmarks for achieving these goals;
 2. Recommend and/or review policies for the safe utilization and disposal of any agents (geological, chemical and physical) that have a threat or potential threat to the health, safety and welfare of university students, personnel and surrounding community;
 3. To review and annually report to the university president, or her/his designee on progress towards achieving the university environmental stewardship goals.”

The belief is that these three committees should be combined to create a more efficient and effective assessment and reporting mechanism for evaluating the use of campus facilities and grounds. The division of assessment and implementation responsibilities amongst three separate committees has created inefficiencies symbolized by limited meeting schedules and project completion.

Procedure: The 'Ad Hoc Committee Appointment Group' would request that the *Rules & Regulations Committee* review this proposal at its earliest convenience for potential inclusion in the June 2021 Board of Curators meeting agenda. It is important that the proposed changes be fully considered by all parties to then finalize the University committee structures and appointments to begin August 1, 2021 as stipulated by the University Rules & Regulations. (COMPLETED – 4/16/2021)

2.02 Standing University Committees

To facilitate the work of the university, standing university committees shall be established to study, prepare, and recommend policies; to hear appeals; to recommend courses of action; and to fulfill other functions as set forth in their charges. Standing committees shall assist administrative officers in the implementation of policies and courses of action after such have been adopted.

The president shall appoint committee chairpersons and one-third of the membership of the standing committees. The officers (or an ad hoc nominating committee) of the Faculty Senate and Staff Council shall make recommendations to the president for the remaining two-thirds of the membership, according to the functions of the committees, by May 1 of each academic year. All full-time employees shall be eligible to serve on standing committees. Students may, at the president's discretion, serve on a standing university committee if the function of the committee is appropriate to student concerns.

Except for the initial appointment of the standing university committees, members shall serve terms of three years. Upon appointment of any new standing university committee, one-third of the membership shall serve for one year, the second third for a period of two years, and the remaining third for a period of three years. Thereafter the appointments shall take place annually for three-year periods. No member shall serve longer than three successive years. Not all members eligible to serve on standing committees shall necessarily serve on such committees at any one time. As a general rule, simultaneous assignment to more than two standing committees shall be avoided, although this guideline shall not prejudice the selection of any member of the university for such committees.

Standing university committees shall serve in an advisory capacity. Policies, procedures, courses of action, etc., recommended by the committees shall be transmitted through the chain of command to the appropriate administrative officer for approval.

The following shall be standing university committees:

- Assessment
- Emergency Preparedness
- Employee Compensation and Benefits
- Employee Recognition
- Internal Grievance Panel
- Rules and Regulations Review
- Safety and Security
- Section 504/ADA Compliance Review
- Space Utilization

The president may, at her/his discretion, charge other standing university committees if needs dictate.

2.03 Advisory Committees

Advisory committees may be established when authorized by the president of the university. Advisory committees generally serve one of the following functions:

- Assure compliance with legal requirements of federal and state mandates
- Serve as the liaison between the unit providing a service and the function served
- Monitor a specific on-going function such as energy utilization, recruitment, etc.

Membership on an advisory committee is by appointment made by the president. The term of appointment is for two years and appointment may be renewed. Students may, at the president's discretion, serve on an advisory committee if the function of the committee is appropriate to student concerns.

All advisory committees shall provide minutes of all meetings to the appropriate administrative officer.

Advisory committees are continuous until released. Committees may be added or committee functions modified by the president, as deemed appropriate.

Lincoln University Board of Curators
June 10, 2021
OPEN SESSION - Part II

1. Call To Order:

Part II of The Lincoln University Board of Curators Open Session was officially called to order by Board President Victor B. Pasley at 12:45 p.m., on Thursday, June 10, 2021, in the Board Room, 201 Young Hall, on the Lincoln University campus, Jefferson City, Missouri.

1. A. Roll Call: Curators present were: Vernon V. Bracy, Stacia R. Bradley Brown, Everidge Cade, Richard G. Callahan, Don W. Cook, Sr., Frank J. Logan, Sr., Victor B. Pasley, Richard R. Popp, and Terry Rackers.

Rose Ann Ortmeyer recorded the minutes.

Academic/Student Affairs Committee

6. C. Change to Rules & Regulations - Section 8.58 - Nepotism Policy (Handout):

Curator Popp moved for approval of the attached recommendation to revise the Lincoln University Rules & Regulations - Section 8.58 - Nepotism Policy. Curator Cade seconded the motion. Motion carried.

Buildings and Grounds Committee

6. G. Phase I Greenhouses and Agriculture Structures for Carver and Busby Farms - Construction Contract Negotiation (Enclosure 7):

Curator Bracy moved for approval of the recommendation to award a contract to Curtiss-Manes-Schulte, Inc. for \$1,864,900, contingent on reducing the final construction costs by focusing on "value engineering" with our OAC team for Phase I Greenhouses and Agriculture Structures for Carver and Busby Farms. Curator Rackers seconded the motion. Motion carried.

9. Adjournment:

Curator Popp moved for adjournment of the Open Session of the Lincoln University Board of Curators. Curator Cade seconded the motion. Motion carried.

The Open Session adjourned at 1:05 p.m.


Victor B. Pasley, President


Richard G. Callahan, Secretary

CURRENT POLICY:

8.58 Nepotism Policy

No person who is related by blood or marriage to any member of the Board of Curators shall be appointed to any position in the university as officer, member of any faculty, or employee. A relative includes, but is not limited to, spouse, child, grandchild, great-grandchild, great great-grandchild, parent, grandparent, great grandparent, great great-grandparent, brother/sister, aunt/uncle, great aunt/uncle, niece/nephew, grand niece/nephew, and cousin. All relationships are included, whether full, half, step, foster, adopted, or in-law. No exceptions shall be made to this rule.

No university employee may be involved in the hiring process of a job applicant related by blood or marriage to the employee. The hiring process includes the search and screening process as well as the signature authority required to hire an applicant.

No restriction on employment of persons related to other employees of the university shall be made unless the employment would result in an employee having supervisory capacity over a relative (of any degree), either immediate or within the direct chain of command. No exceptions shall be made to this rule.

RECOMMENDED POLICY:

8.58 Nepotism Policy

No person who is related by blood or marriage to any member of the Board of Curators shall be appointed to any position in the university as officer, member of any faculty, or employee. A relative includes, but is not limited to, spouse, child, grandchild, great-grandchild, great great-grandchild, parent, grandparent, great grandparent, great great-grandparent, brother/sister, aunt/uncle, great aunt/uncle, niece/nephew, grand niece/nephew, and cousin. All relationships are included, whether full, half, step, foster, adopted, or in-law. No exceptions shall be made to this rule.

No university employee may be involved in the hiring process of a job applicant related by blood or marriage to the employee. The hiring process includes the search and screening process as well as the signature authority required to hire an applicant, **unless granted an exception from the Board of Curators.**

No restriction on employment of persons related to other employees of the university shall be made unless the employment would result in an employee having supervisory capacity over a relative (of any degree), **either immediate or within the direct chain of command. Only the Board of Curators can grant an exception to the rule.**

If approved by the Board of Curators, supervisors are expected to remain objective in the hiring, evaluation, and discipline of the employee. If a supervisor is deemed to not remain objective due to supervising a family member, the President may provide progressive discipline, demote, reassign, or terminate the supervising employee.